



Rhode Island Department of Human Services

Child Care Stabilization Fund

Child Care Stabilization Fund: Get Ready to Apply!

Use this checklist to prepare and complete your application.

- ☐ **Confirm you are an eligible applicant:**
 - Currently a DHS licensed Family Child Care Home or Child Care Center
 - If a Child Care Center, you must be authorized to apply on behalf of your program. You may be the licensee, owner, or fiscal manager.
 - A license-exempt provider
- ☐ **Complete a [W-9](#) form.** Submission of this form is a required part of your grant application. There is a place on the application to upload this document. The form may be uploaded as a PDF, a scanned image, or clear, legible photograph taken with a smart phone. The form asks you to provide the following information:
 - Legal business name
 - Business name if different from legal name (i.e. "DBA" name)
 - Federal tax classification
 - Address
 - Taxpayer ID Number (TIN)
 - Signature and date

Note: The W-9 form must be signed in order for your grant application to be considered.
- ☐ **Find or create your [DUNS number](#).** You will need to include a DUNS number as part of a complete application.
 - *Where do I find my DUNS number?* You may search for your business's existing DUNS number at: <https://fedgov.dnb.com/webform/CCRSearch.do>
If I don't have a DUNS number, where can I get one? [Click here](#) for information on how to get a DUNS number. Important: when prompted to select the "Primary Reason for DUNS Number Registration," please select "I am a US Government Contractor or Grantee" from the dropdown menu." If you are waiting for your DUNS number, you may start and save your application, and add the DUNS number once received.
- ☐ **Payment Information:** Providers may choose to receive funds through one of the following two payment options:
 - (1) Direct deposit (ACH) – This is the fastest method of receiving these funds upon application approval. If you elect direct deposit as your preferred method of payment, please have your program's bank account information nearby. As part of your application, you'll be asked to provide your program's:
 - Bank account number;
 - Bank routing number; and
 - Bank account type (checking or savings)



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Your bank number and routing number can be found on a copy of your account check, as displayed below:

A diagram of a check form with labels pointing to specific fields. The check form includes fields for "Your Name", "Your Address", "Date", "PAY TO THE ORDER OF", "\$", "DOLLARS", "Your Bank", and "For". Below the check form, three numbers are displayed: "012345678", "1001001234", and "0123". Arrows point from these numbers to labels: "ABA/Routing Number" points to "012345678", "Account Number" points to "1001001234", and "Check Number" points to "0123". The Investopedia logo is at the bottom left of the diagram.

For additional information regarding how to find your bank account and routing numbers, visit [this article](#).¹

(2) Check – You may alternatively elect to receive a paper check delivered through the mail; however, electing to do so may delay payment up to 30 business days due to processing and mail delivery.

- ☐ **If you are a Child Care Center, gather the following information:**
 - The number of classrooms currently open and available to serve children;
 - The number of children who are currently enrolled in your center; and
 - The number of full time and part time staff currently employed in your center
- ☐ **Create an applicant profile.** Refer to <http://kids.ri.gov/cabinet/> for a step-by-step process guide on how to create an applicant profile.
- ☐ **Complete the online application.** Check out the application guide posted at <http://kids.ri.gov/cabinet/> for instructions on how to complete the application.

My application is complete. Now what?

Upon submission of your application:

- ☐ You will receive a confirmation email of receipt of your application.
- ☐ If necessary, you may receive an email or phone call requesting clarification on your application.
- ☐ Once your application has been evaluated, you will receive confirmation of your award amount including next steps.
- ☐ The award email will detail:

¹ Ingall, J. (2020 September 10.) *Routing Number vs. Account Number: What's the Difference?* Investopedia. <https://www.investopedia.com/articles/personal-finance/063015/routing-number-vs-account-number-how-they-differ.asp>



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- The funding amount of your grant and how it will be transmitted
- The fact that you *may* be contacted in the future to provide documentation (receipts, invoices, or other proof of spending) detailing how you spent your grant award
- Updates related to future grant application rounds